

## **How to Amend an Annual Emission Report (AER)**

The AER-WEB tool is unable to accept online amendment in its current form. In order to facilitate amendments, please follow these steps:

1. Login to the AER-WEB tool using your user name and password,
2. After entering your facility number, select the **AER year** that you want to amend,
3. On the AER-WEB tool menu bar - click **Forms & Reports** tab,
4. **Select and Re-generate All Report,**
5. **Select and print Summary Forms** (S, X, A, C, CU, TACS and CR – if applicable). Affix your signature on Form X,
6. **Select and print the AER form/s** that you want to amend. (i.e. B1, B2, B3, B4, TAC, etc),
7. On the print-out, **manually ~~strikeout~~ the INCORRECT DATA,**
8. Manually write the NEW DATA above the old one,
9. Correct the new total emissions on the Summary Forms ( C, CU, S, TACS)
10. If amended total emissions resulted in **underpayment** of emission fees, refer to Rule 301(e)(10)(C) and (D)
11. If amended total emissions resulted in **overpayment** of emission fees (or refund), refer to Rule 301(e)(9)(B)
12. If amendment was submitted **after one year and sixty days** from the official due date **with NO FEE impact**, the amendment should include a non-refundable standard evaluation fee. Please refer to Rule 301(e)(9)(A) for evaluation fee rate.
13. Submit ALL amended forms, signed Form X, and applicable fees to:

**South Coast Air Quality Management District  
AER Program  
21865 Copley Drive  
Diamond Bar, CA 91765**

Review of amendment requests can result in any of the following actions:

- \* **Additional Fees** – Additional fees are subject to the same surcharge provisions and time frame outlined earlier under the “Underpayment Surcharge” section. Emission data will be updated accordingly after the amendment has been verified.
- \* **Refund** - A refund may be made as a result of the amendment only if a written claim for refund is filed with AQMD within one year and sixty days from the official due date, or three years in case of AQMD errors (not including revisions to applicable emission factors). However, the facility emissions will be updated accordingly, after the amendment has been verified.
- \* **Denial** - As a result of AQMD evaluation, the amendment or fee refund may be denied. This action can be appealed to the Fee Review Committee. See “Other Fee Issues” below.